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Begin forwarded message:

**From:** Heather Boylston <[heather@h-rpr.com](mailto:heather@h-rpr.com)>  
**Subject: Re: Larchmont photo**  
**Date:** March 29, 2016 at 10:15:40 AM PDT  
**To:** carmen zella <[carmen@doartfoundation.org](mailto:carmen@doartfoundation.org)>  
**Cc:** Rebecca Hutchinson <[rebecca@h-rpr.com](mailto:rebecca@h-rpr.com)>, Tom Kneafsey  
<[tom@metropolitanholding.com](mailto:tom@metropolitanholding.com)>, Ann Bridges <[ann.bridges@mac.com](mailto:ann.bridges@mac.com)>

Hi all,

The artwork has been installed and it looks great! I'd like dos schedule the photo shoot sometime later this week. Would Friday morning at 10 am work for everyone?



**Heather Duffy Boylston** / President + CEO, Odd Days  
[heather@h-rpr.com](mailto:heather@h-rpr.com) / 323-397-3446

200 N. Larchmont Blvd.  
Los Angeles, CA 90004  
<http://www.h-rpr.com>



On Mar 18, 2016, at 9:27 AM, carmen zella <[carmen@doartfoundation.org](mailto:carmen@doartfoundation.org)> wrote:

Hello all,

So sorry - I put a lot of pressure on the printing company to convey why there is a delay. They told me the installer has the prints and should be finalizing by Saturday. They are behind and apologized....

I truly apologize as I'm frustrated and want to see this beautiful art up in your district!

On Wed, Mar 16, 2016 at 11:05 PM, Heather Boylston <[heather@h-rpr.com](mailto:heather@h-rpr.com)> wrote:

Ann,

John Wellborne from the Larchmont Chronicle may be emailing you for an interview. We are going to have him run the images of your renderings if the artwork is not installed yet. Their deadline is Friday. Let me know if you have any questions about talking to him. Thanks!



**Heather Duffy Boylston** / President + CEO, Odd Days  
[heather@h-rpr.com](mailto:heather@h-rpr.com) / [323-397-3446](tel:323-397-3446)

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On Mar 16, 2016, at 10:20 PM, [rebecca@h-rpr.com](mailto:rebecca@h-rpr.com) wrote:

Carmen - please reply all to confirm we are canceling tomorrow's 11am photo on Larchmont. I'm assuming the artwork can't be installed between now and then, right?!

Rebecca Hutchinson  
Cell: [\(323\) 646-6406](tel:323-646-6406)

On Mar 16, 2016, at 9:24 PM, Heather Boylston <[heather@h-rpr.com](mailto:heather@h-rpr.com)> wrote:

I just drove by and they are not installed. We were hoping to make deadline by Friday for the local paper.....



**Heather Duffy Boylston** / President + CEO, Odd Days  
heather@h-rpr.com / [323-397-3446](tel:323-397-3446)

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On Mar 16, 2016, at 3:43 PM, [rebecca@h-rpr.com](mailto:rebecca@h-rpr.com) wrote:

I'm on the road away from Larchmont and unable to check but there was no sign of progress today at 11:30. Please check in with Heather, copied, or [323-397-3446](tel:323-397-3446). Thanks.

Rebecca Hutchinson  
Cell: [\(323\) 646-6406](tel:323-646-6406)

On Mar 16, 2016, at 3:28 PM, carmen zella  
<[carmen@doartfoundation.org](mailto:carmen@doartfoundation.org)> wrote:

Hello Rebecca I'm checking to see if the boxes have been installed? Can you please give me a call back as I can't seem to reach my contact at the printing company.  
[310.406.5055](tel:310.406.5055)

On Monday, March 14, 2016, carmen zella  
<[carmen@doartfoundation.org](mailto:carmen@doartfoundation.org)> wrote:

Hello Rebecca,

The printers are set to install in the next day or so. I apologize for the delay - and will call again tomorrow to ensure they are on point.

It will only take them one afternoon to finalize.

On Mon, Mar 14, 2016 at 10:31 AM, <rebecca@h-rpr.com> wrote:  
Hi Carmen. There's no sign of the art work on our utility boxes yet.  
Please LMK status. Is the photo on Thurs still doable?

Rebecca Hutchinson  
Cell: [\(323\) 646-6406](tel:3236466406)

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[\*"A little inspiration goes a long way"\*](#)

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Carmen Zella  
Founder & Creative Director

**[Do Art Foundation](#)**

Twitter: [@doartfoundation](#)

Instagram: [DoArTFoundation](#)

[www.facebook.com/doartfoundation](http://www.facebook.com/doartfoundation)

[www.doartfoundation.org](http://www.doartfoundation.org)

**[310.406.5055](tel:3104065055)**

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[\*"A little inspiration goes a long way"\*](#)

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**310.406.5055**

Begin forwarded message:

**From:** [rebecca@h-rpr.com](mailto:rebecca@h-rpr.com)  
**Subject:** Re: Graffiti  
**Date:** July 20, 2016 at 8:30:20 AM PDT  
**To:** Thomas Kneafsey <[tom@metropolitanholding.com](mailto:tom@metropolitanholding.com)>  
**Cc:** [heather@h-rpr.com](mailto:heather@h-rpr.com)

Oh man. It was just a matter of time I guess. It's supposed to be graffiti proof. I'll check in with DoArt to see what they suggest.

Rebecca Hutchinson  
Cell: (323) 646-6406

On Jul 19, 2016, at 7:56 PM, Thomas Kneafsey  
<[tom@metropolitanholding.com](mailto:tom@metropolitanholding.com)> wrote:

Can we get this removed?

Sent from my iPhone  
<IMG\_1020.JPG>  
Begin forwarded message:

**From:** carmen zella <[carmen@doartfoundation.org](mailto:carmen@doartfoundation.org)>  
**Subject:** Re: Larchmont utility boxes  
**Date:** October 2, 2015 at 12:22:43 PM PDT  
**To:** Rebecca Hutchinson <[rebecca@h-rpr.com](mailto:rebecca@h-rpr.com)>  
**Cc:** Tom Kneafsey <[tom@metropolitanholding.com](mailto:tom@metropolitanholding.com)>, Heather Boylston <[heather@h-rpr.com](mailto:heather@h-rpr.com)>, Cadmar Work <[cadmar@doartfoundation.org](mailto:cadmar@doartfoundation.org)>

Hello Rebecca!

The Print Company has quoted the following for two boxes:  
\$475 per box for material costs  
\$250 per box for installation

Unfortunately that will exceed the price of our original quote of \$2,000 for 2 boxes ):

**Here is the breakdown:**

Artist Fee:  
\$500

Utility Box Printing:  
\$800 x (2) = \$1,600

Do Art Fee:  
@20% = \$400

Additional Anti-Graffiti Coating (the 3M vinyl is Graffiti Resistant, not 100% bullet proof)  
\$200 per box for labor and product application = \$400

**Total: \$2,900**

Lets make sure that this works for you before I send a Deal Memo etc.

On Wed, Sep 30, 2015 at 11:19 AM, carmen zella  
<[carmen@doartfoundation.org](mailto:carmen@doartfoundation.org)> wrote:

Hello Rebecca~

Sounds great!

Our next steps will be the following:

1. Confirmation from the print company of \$ to do 2 boxes
2. Agreement for performance (Deal Memo) and invoice/W9
3. Assessment of cultural organizations/galleries to help post request for artist submissions OR if you have artists in mind, please send us their information!
4. Timeline to include delivery of artwork using Utility Box template and digital asset requirements
5. Installation of artwork

On Tue, Sep 29, 2015 at 5:52 PM, Rebecca Hutchinson <[rebecca@h-rpr.com](mailto:rebecca@h-rpr.com)> wrote:

Hi Carmen — it was great speaking with you on Friday! I got approval from our BID's executive director, Tom Kneafsey, to move forward with working with you on the 2 utility boxes for an estimated \$2K. We are excited!

We actually have some artwork already on the side of our Big Bellies that we really like so perhaps one of the artists can provide something that complements or incorporates that image? I'll get it to you asap.

Please remind me of immediate next steps.

Thanks,  
Rebecca



**Rebecca Hutchinson**/ President + CEO, Even Days

rebecca@h-rpr.com / [323.646.6406](tel:323.646.6406)

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*["A little inspiration goes a long way"](#)*

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**[310.406.5055](#)**

Begin forwarded message:

**From:** Heather Boylston <[heather@h-rpr.com](mailto:heather@h-rpr.com)>  
**Subject: Re: FINAL PROOFS: Utility box designs**  
**Date:** March 3, 2016 at 12:42:24 PM PST  
**To:** Rebecca Hutchinson <[rebecca@h-rpr.com](mailto:rebecca@h-rpr.com)>  
**Cc:** carmen zella <[carmen@doartfoundation.org](mailto:carmen@doartfoundation.org)>, Tom Kneafsey <[tom@metropolitanholding.com](mailto:tom@metropolitanholding.com)>

We are good to go! Thanks.



**Heather Duffy Boylston** / President + CEO, Odd Days  
[heather@h-rpr.com](mailto:heather@h-rpr.com) / 323-397-3446

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On Mar 2, 2016, at 3:02 PM, Rebecca Hutchinson <[rebecca@h-rpr.com](mailto:rebecca@h-rpr.com)> wrote:

Thank you, Carmen, these look terrific and have my approval. I am copy Tom Kneafsey and Heather Boylston — Tom and Heather please reply all with your approval on these too so we can get them installed.  
Carmen, both utility boxes will be cleaned and ready for the installation by tomorrow, Thursday 3/3/16 at noon. Please let us know your timing so we can be on site to take photos.





**Rebecca Hutchinson**/ President + CEO, Even Days

[rebecca@h-rpr.com](mailto:rebecca@h-rpr.com) / 323.646.6406

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Los Angeles, CA 90004  
<http://www.h-rpr.com>



On Mar 1, 2016, at 2:30 PM, carmen zella <[carmen@doartfoundation.org](mailto:carmen@doartfoundation.org)> wrote:

**Hello Rebecca!**

**Please send final approval of proofs!**

**They are ready to be printed and installed. Please ensure both boxes are cleaned and prepped prior to installation.**

**Thanks!**

<DoArt\_Larchmont.pdf>

Begin forwarded message:

**From:** Rebecca Hutchinson <[rebecca@h-rpr.com](mailto:rebecca@h-rpr.com)>

**Subject: Re: FINAL PROOFS: Utility box designs**

**Date:** March 7, 2016 at 10:57:34 AM PST

**To:** carmen zella <[carmen@doartfoundation.org](mailto:carmen@doartfoundation.org)>

**Cc:** Tom Kneafsey <[tom@metropolitanholding.com](mailto:tom@metropolitanholding.com)>, Heather Boylston <[heather@h-rpr.com](mailto:heather@h-rpr.com)>

Hi Carmen — just checking in about installation timing.



**Rebecca Hutchinson**/ President + CEO, Even Days

rebecca@h-rpr.com / 323.646.6406

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Los Angeles, CA 90004  
<http://www.h-rpr.com>



On Mar 2, 2016, at 11:17 PM, carmen zella <[carmen@doartfoundation.org](mailto:carmen@doartfoundation.org)> wrote:

Thank you!

On Wed, Mar 2, 2016 at 3:02 PM, Rebecca Hutchinson <[rebecca@h-rpr.com](mailto:rebecca@h-rpr.com)> wrote:

Thank you, Carmen, these look terrific and have my approval. I am copy Tom Kneafsey and Heather Boylston — Tom and Heather please reply all with your approval on these too so we can get them installed.  
Carmen, both utility boxes will be cleaned and ready for the installation by tomorrow, Thursday 3/3/16 at noon. Please let us know your timing so we can be on site to take photos.



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[rebecca@h-rpr.com](mailto:rebecca@h-rpr.com) / [323.646.6406](tel:323.646.6406)

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On Mar 1, 2016, at 2:30 PM, carmen zella <[carmen@doartfoundation.org](mailto:carmen@doartfoundation.org)> wrote:

**Hello Rebecca!**

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**They are ready to be printed and installed. Please ensure both boxes are cleaned and prepped prior to installation.**

**Thanks!**

<DoArt\_Larchmont.pdf>

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*["A little inspiration goes a long way"](#)*

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Founder & Creative Director

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**310.406.5055**

Begin forwarded message:

**From:** Shannon King <[shannon@doartfoundation.org](mailto:shannon@doartfoundation.org)>

**Subject: Re: Graffiti on Larchmont Artwork**

**Date:** August 30, 2016 at 11:24:09 AM PDT

**To:** Rebecca Hutchinson <[rebecca@h-rpr.com](mailto:rebecca@h-rpr.com)>

**Cc:** Ann Bridges <[ann.bridges@mac.com](mailto:ann.bridges@mac.com)>, Heather Boylston <[heather@h-rpr.com](mailto:heather@h-rpr.com)>, Tom Kneafsey <[tom@metropolitanholding.com](mailto:tom@metropolitanholding.com)>

Just an update that I'm going out this afternoon to try an anti graffiti solvent. I'll update you after!

Kindly,  
Shannon King  
Operations Director | Do ArT Foundation

On Aug 24, 2016, at 16:35, Rebecca Hutchinson <[rebecca@h-rpr.com](mailto:rebecca@h-rpr.com)> wrote:

Hi Shannon — here is the image of the graffiti on our Larchmont utility box in front of Noah's Bagels on Beverly at Larchmont.

Ann & Heather — I just spoke with Shannon at DoArt and told her about the work you two have done to contact 311 and try to remove the graffiti yourself or see about painting over it.

Ann — Shannon suggested that, if it is OK with you, you repaint the area

that's been tagged and then Shannon and the DoArt team will coat over it with the anti-graffiti film.

Please reply all.

Thank you!

Rebecca



**Rebecca Hutchinson**/ President + CEO, Even Days

[rebecca@h-rpr.com](mailto:rebecca@h-rpr.com) / 323.646.6406

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Los Angeles, CA 90004  
<http://www.h-rpr.com>



Begin forwarded message:

**From:** Thomas Kneafsey <[tom@metropolitanholding.com](mailto:tom@metropolitanholding.com)>

**Subject:** Graffiti

**Date:** July 19, 2016 at 7:56:27 PM PDT

**To:** [heather@h-rpr.com](mailto:heather@h-rpr.com), Rebecca Hutchinson <[rebecca@h-rpr.com](mailto:rebecca@h-rpr.com)>

Can we get this removed?  
<IMG\_1020.JPG>

Begin forwarded message:

**From:** Rebecca Hutchinson <[rebecca@h-rpr.com](mailto:rebecca@h-rpr.com)>

**Subject:** Graffiti on Larchmont Artwork

**Date:** August 24, 2016 at 4:35:51 PM PDT

**To:** Shannon King <[shannon@doartfoundation.org](mailto:shannon@doartfoundation.org)>, Ann Bridges <[ann.bridges@mac.com](mailto:ann.bridges@mac.com)>

**Cc:** Heather Boylston <[heather@h-rpr.com](mailto:heather@h-rpr.com)>, Tom Kneafsey  
<[tom@metropolitanholding.com](mailto:tom@metropolitanholding.com)>

Hi Shannon — here is the image of the graffiti on our Larchmont utility box in front of Noah's Bagels on Beverly at Larchmont.

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Please reply all.

Thank you!  
Rebecca



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**From:** Thomas Kneafsey <[tom@metropolitanholding.com](mailto:tom@metropolitanholding.com)>

**Subject:** Graffiti

**Date:** July 19, 2016 at 7:56:27 PM PDT

**To:** [heather@h-rpr.com](mailto:heather@h-rpr.com), Rebecca Hutchinson <[rebecca@h-rpr.com](mailto:rebecca@h-rpr.com)>

Can we get this removed?